

Information Technology Advisory Board

State Security Committee Charter

1.0 Authorization

The State Security Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter.

2.0 Name

The official name of this organization is the State Security Committee.

3.0 Purpose

The State Security Committee (hereafter “the Committee”) is established for the primary purpose of assisting in the facilitation of ITAB business. More specifically, it is intended to provide guidance to the ITAB regarding the confidentiality, integrity, availability and authenticity of Missouri state government information and dependent resources.

3.1 Objectives

The Committee advises ITAB and other state entities on issues applicable to information security. The Committee fosters cooperation and information sharing among state agencies and other stakeholders to enhance statewide security efforts. Specific objectives of the committee include:

- 3.1.1 Supporting the Information Technology (IT) Architecture Security Domain which is a comprehensive framework of principles, standards, conventions and mechanisms designed to preserve the confidentiality, integrity, availability and authenticity of Missouri state government information assets.
- 3.1.2 Act as an authoritative source for opinions, practices, and principles for information owners, custodians, users, security practitioners, technology products, and systems.
- 3.1.3 Define, establish and maintain coordination with other information security practitioners (i.e. ISSA, ISC², NIST, CERT, NPIC, Infragard, etc.) and security stakeholders.
- 3.1.4 Promote information security and awareness.

4.0 Membership

4.1 Members

Representatives of the Information Technology Advisory Board member agencies are eligible for Committee membership. Members are official when the ITAB primary member designates in writing, the primary and alternate representatives for that organization. Primary and alternate representatives must be submitted to the Committee chairperson annually.

4.2 Ex Officio Members

Other state agencies that are stakeholders in Missouri IT are eligible for Ex Officio memberships. Ex Officio members are full members except that they do not vote or hold office. Ex Officio members: The State CIO, Office of Homeland Security, IT Directors of the Missouri colleges and universities and an IT representative from the Missouri Research and Education Network. It is helpful and desirable for Ex Officio members to be designated in writing to the Committee chairperson, but this notification is not mandatory.

Staff representatives from state agencies may attend meetings, participate in committees or otherwise assist the Committee.

Information Technology Advisory Board

State Security Committee Charter

5.0 Structure

5.1 Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

5.2 Subcommittees

Subcommittees may be established at the discretion of the Committee chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0 Duties and Responsibilities

6.1 Members

Members are expected to attend and participate in Committee meetings. Members should be well informed on their respective agencies information security issues. Members are the link between the Committee and their respective agencies.

6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all Committee activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson solicits and maintains current Committee membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings.

7.0 Policy and Standards

The Committee will advise ITAB on IT architecture, policy and standards as requested by ITAB.

8.0 Voting

Each member agency is allowed one vote per agency. The member agencies' primary or alternate representative must cast any required votes. Votes are normally cast during meetings where a quorum of the members is present. A quorum is defined as a simple majority of all the member agencies. Votes can be taken via telephone or e-mail, provided the Chairperson informs the entire membership of the circumstances of the issue requiring a vote at least twenty-four hours prior to the actual vote. Ex-Officio members do not vote.

9.0 Meetings

Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).

10.0 Term of Charter and Amendments

10.1 Term

This charter shall exist as written or as amended by section 10.2 until such time as the State Security Committee is dissolved.

10.2 Amendments

This charter shall be amended when a motion to amend is agreed to by a majority of the voting members of ITAB, during a meeting of a quorum of the ITAB members. First, a Security Committee member must submit an amendment to the Security Committee chairperson in writing. Amendments are presented to the Security Committee membership at the first meeting after the Chairperson is in

Information Technology Advisory Board

State Security Committee Charter

receipt of the amendment, and must be approved by a majority of the voting members, during a meeting of a quorum of members. If approved by the Security committee, the amendment will be sent to the ITAB committee for their approval.